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STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: November 16, 2001

PERSONNEL LETTER # 01-018  
CSU ONLY

TO: All Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Operations Bureau  
State Controller's Office

RE: **CALIFORNIA STATE UNIVERSITY (CSU) BARGAINING UNIT (BU) 06 OCTOBER 1, 2001  
GENERAL SALARY INCREASE (GSI)**

An agreement reached between the CSU and BU06 employees provides for a GSI effective 10/01/01. Employees are not entitled to a Service-based Salary Increase (SSI) for Fiscal Year 2001/2002.

The Personnel/Payroll Services Division (PPSD) will manually post the GSI to the affected employees' Employment History (EH) records. The update will begin on November 15, 2001 and will be completed by the November 19, 2001 master payroll cutoff date. The salary adjustments for the October 2001 pay period will be issued on a flow basis beginning with the November 19, 2001 issue dated payroll cycle. The EH GEN transaction will be used to document the salary increase.

Refer to Technical Letter HR/SA 2001-13 for further information on the GSI. An attachment is provided detailing information and processing instructions for BU06. If you have any questions with the attached information, please contact your CSU Audits' Representative at the State Controller's Office.

RZ:CAH:PMAB

Attachment

BU06 employees are entitled to receive a 1.6% GSI. PPSD will begin manually processing the 10/01/01 effective date GEN transaction on November 15, 2001 and should be completed by the November 19, 2001 master payroll cut-off date. The update will be based on the employment history data as of November 9, 2001. Refer to #12 below for further information.

Campuses will be responsible for processing any campus funded PBSI transactions. Refer to Technical Letter HR/SA 2001-13 for further details.

Employees with a red circle rate and employees on NDI, Supplementing with Catastrophic Leave Donations will be included in the above manual GSI update.

Employees who separated prior to 10/01/01 may need an adjustment to their lump sum payments, if those payments extended beyond 09/30/01. A GEN transaction will not be posted. PPSD will identify the affected employees and will manually adjust the lump sum payments.

Employees with appointment expiration dates of 09/30/01 or prior will not be processed by PPSD. Campuses can access a list of the employees via the CIRS Compendium Report F95, Cycle 0110. Campuses must determine if the employees are to be re-appointed or separated and key enter the appropriate transactions (see below processing instructions).

For some employees, the salary increase calculations may result in a new assigned salary rate slightly below the minimum or above the maximum salary rate of the employees' class/range. This occurs due to the 10/12 or 11/12 conversion calculation. Since an employee's assigned salary rate CANNOT be below the minimum or above the maximum of the class/range, each affected employee's new assigned salary rate will be adjusted upward or downward accordingly per the manual update.

All transactions as a result of the 10/01/01 salary increase are considered to be non-controllable personnel and payroll transactions. To minimize the impact of contesting charges, all employment history transactions processed between November 15, 2001 and November 19, 2001, and all October 2001 pay period payments with an issue date of November 19, 2001 through November 20, 2001 for BU06 employees will be excluded from the Monthly Retroactivity Report. Any transactions processed outside of the time frames will appear on the report (see PPM Section A 011 for further information). The campus may return the report identifying the items associated with the salary increase along with the appropriate explanation.

Based on the update processed by PPSD, the following is a guideline for processing various EH transactions. The transactions should be key entered in the order indicated.

1. Separations effective 09/30/01 or prior:
  - a. GENV effective 10/01/01.
  - b. SXX.
2. Separations effective 10/01/01 or later, including Leaves Without Pay (S49 and 565 transactions with Job injury Code = 7), should be processed as usual with the exception identified in #3 below.

#### DO NOT VOID THE GEN TRANSACTION

If the separation was keyed prior to the GEN transaction with the old salary rate, process as follows (for 10/12 or 11/12 employees only):

SXXC - enter the new total amount due in Item 810.

3. Employees on NDI/Leave of Absence Without Pay as of 10/01/01 and are to separate 10/01/01 or later with lump sum vacation/extra hours (Item 621) requested on the separation transaction:
  - a. A57 or A58 effective same date as SXX and effective date hours = COB to change the salary rate to the new salary rate. Enter 'Lump Sum Only' in Item 215 (EH Remarks).

- b. SXX.
4. Leave of Absences effective 09/30/01 or prior:
    - a. GENV effective 10/01/01.
    - b. SXX or 565.
  5. Appointments effective 09/30/01 or prior, and Item 450 = 1,3 or 4; or re-appointments for employees with an appointment expiration date prior to 09/30/01:
    - a. AXX.
    - b. GEN effective 10/01/01. Enter the new salary increase rate in Item 820, Assigned Salary Rate, if applicable.
  6. Appointments effective 10/01/01 or later and Item 450 = 1, 3 or 4; or re-appointments for employees with an appointment expiration date equal to 09/30/01:
 

No GEN transaction is required. However, enter the new salary increase rate in Item 820, Assigned Salary Rate, on the appointment transaction, if applicable.
  7. Reinstatements effective 09/30/01 or prior, including A57, A58, A68 and 565 with Job Injury Code = 4 (if prior status was Job Injury Code 7):
    - a. AXX or 565.
    - b. 715 effective same date as A68 or 565 to change anniversary date/probationary period due to non-qualifying pay periods (if applicable).
    - c. GEN effective 10/01/01. Enter the new salary increase in Item 820, Assigned Salary Rate, if applicable.
    - d. SCR effective 10/01/01 if employee is eligible to receive the PBSI.
  8. Reinstatements via the A57 or A58 transaction effective 10/01/01 or later:
 

No GEN transaction is required. However, enter the new salary increase rate in Item 820, Assigned Salary Rate, on the appointment transaction, if applicable.
  9. Reinstatements via the A68 or 565 transaction with Job Injury Code = 4 (if prior status was Job Injury Code 7) effective 10/01/01 or later:
    - a. A68 or 565.
    - b. 715 effective same date as A68 or 565 to change anniversary date/probationary periods (if applicable).
    - c. GEN effective same date as A68 or 565. Enter the new salary increase rate in Item 820, Assigned Salary Rate (if applicable) and HR/SA 2001-13 in Item 215 (EH Remarks).
  10. For #8 and #9, automated audit 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES or 330-02, ANNIVERSARY DATE IS INVALID, EMPLOYEE AT MAXIMUM may be received.
  11. If a correction to a previously keyed 10/01/01 effective date transaction (i.e., prior to the 10/01/01 effective date GEN transaction) is processed, automated audit 9320-02, ASSIGNED SALARY INVALID, PER CSU PAY SCALES may be received. The transactions will need to be submitted to PPSD for processing. Refer to the Personnel Information Management System (PIMS) Manual for out-of-sequence processing (pages 11.4 through 11.8). If other audit messages are received, please contact your Audits' Representative.
  12. If a transaction was keyed for an employee after November 9, 2001 (e.g., A50 for a new appointment), the campuses must process the GEN transaction and/or correct the appointment transaction (i.e., A50C) to include the new salary increase. These transactions will not be part of PPSD's manual process.
  13. Transactions not identified above, process as usual.